

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT SOCIAL SKILLS DEVELOPMENT PROGRAM	EFFECTIVE DATE 06/16/2003	NUMBER 05.01.120
	SUPERSEDES 05.01.120 (3/25/91)	
	AUTHORITY MCLA 791.203; 791.265	
	ACA STANDARDS 2-CO-4B-04; 3-4367; 3-4369	
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#### **POLICY STATEMENT:**

The Social Skills Development Program provides specialized housing and programming to Correctional Facilities Administration (CFA) prisoners who meet the criteria set forth in this policy.

#### **RELATED POLICIES:**

04.06.180 - Mental Health Services  
05.01.140 - Prisoner Placement and Transfer

#### **POLICY:**

#### DEFINITIONS

- A. Disorders Usually First Diagnosed in Infancy, Childhood or Adolescence - A category of disorders described in the Diagnostic and Statistical Manual of Mental Disorders which includes mental retardation, learning disorders and developmental disabilities associated with low level of functioning.
- B. Low Level of Functioning - Impaired capabilities in areas such as self-care, communication, learning, mobility, self-direction, independent living, economic self-sufficiency and personal and social responsibility, objectively defined as a rating of 60 or below on the Global Assessment of Functioning (GAF) Scale.
- C. Qualified Mental Health Professional - A psychiatrist, psychologist, social worker, psychiatric nurse, clinical nurse specialist or other health professional who is trained and experienced in the areas of mental illness or mental retardation and is licensed by the State of Michigan or certified to practice within the scope of his/her training.

#### GENERAL INFORMATION

- D. The Social Skills Development Program provides specialized programming in a supportive housing environment to prisoners who manifest a disorder usually first diagnosed in infancy, childhood or adolescence and who exhibit a low level of functioning. The Social Skills Development Unit (SSDU) for male prisoners is located in the Richard A. Handlon Correctional Facility (MTU). The SSDU for female prisoners is located in the Robert Scott Correctional Facility (SCF). SSDUs may be located in other institutions as determined by the CFA Deputy Director.
- E. Prisoners who manifest a disorder usually first diagnosed in infancy, childhood or adolescence and who exhibit a low level of functioning shall be referred to the SSDU Director or designee to be assessed for possible placement in the Social Skills Development Program, unless the prisoner is not interested in such placement. However, a prisoner who has a GAF score of 20 or below shall receive a comprehensive psychiatric evaluation prior to referral to rule out the need for treatment in an inpatient psychiatric unit.

#### SCREENING, REFERRAL AND ASSESSMENT

- F. All prisoners received at a reception facility shall be screened by a QMHP while at that facility to identify

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those prisoners who meet the assessment referral criteria set forth in Paragraph E. Prisoners in non-reception facilities who are identified as possibly meeting these criteria shall be referred to a QMHP for screening. A QMHP shall explain to each prisoner identified as meeting the assessment referral criteria the purpose of the Social Skills Development Program and the housing, programs and activities available in an SSDU. Only those prisoners who want to be considered for placement in the Social Skills Development Program shall be referred to the SSDU Director or designee for assessment.

- G. The SSDU Director or designee shall assess each case referred to him/her for possible placement in the Social Skills Development Program. The assessment shall include a preliminary determination as to whether the prisoner can be safely managed in an SSDU. The prisoner's history of assaultive behavior and escape, as well as any other relevant factors, shall be considered in making this determination. Prisoners approved by the SSDU Director or designee for further assessment at an SSDU shall be transferred to the appropriate SSDU consistent with the requirements set forth in PD 05.01.140 "Prisoner Placement and Transfer". Prisoners shall not be transferred to an SSDU without the prior approval of the SSDU Director or designee.
- H. Each SSDU shall have an interdisciplinary SSDU team consisting of a psychologist, a resident unit manager or assistant resident unit supervisor, and other housing and treatment staff designated by the SSDU Director or designee. The team shall conduct a thorough assessment of each prisoner transferred to the SSDU to determine if the prisoner meets the assessment referral criteria set forth in Paragraph F and if s/he can be safely managed in the SSDU. The results of this assessment shall be documented in writing.
- I. Prisoners not accepted into the Social Skills Development Program by the interdisciplinary SSDU team shall be returned to the sending facility or to other appropriate placement in accordance with PD 05.01.140 "Prisoner Placement and Transfer". If a QMHP does not agree with the interdisciplinary SSDU team's determination, the matter shall be referred to the Regional Psychological Services Director and, if necessary, to the Regional Health Administrator for a final determination.
- J. Prisoners referred for assessment by either the SSDU Director or the interdisciplinary SSDU team who are not accepted into the Social Skills Development Program shall be monitored and provided follow-up treatment as determined necessary by psychological services staff at the receiving facility. The SSDU Director or team shall refer prisoners believed to be in need of continuing psychological services to an appropriate QMHP.

#### PROGRAMMING

- K. The appropriate interdisciplinary SSDU team shall develop an individualized plan of service for each prisoner accepted into the Social Skills Development Program. The plan shall identify the prisoner's behavioral objectives and the group counseling and other programming necessary for the prisoner to achieve those objectives. Programming provided to the prisoner shall be consistent with the prisoner's individualized plan of service. The team shall monitor the prisoner's participation in such programming and progress in achieving his/her behavioral objectives.
- L. Prisoners accepted into the Social Skills Development Program shall be provided the opportunity to participate in all general population programs offered at the security level of the facility in which the SSDU is located, including educational and suitable work assignments and leisure time activities, commensurate with their manageability level. This shall include eating in the prisoner dining room and being eligible to participate in group psychotherapy provided by psychological services staff.
- M. Whenever clinically indicated, prisoners shall be referred and have access to specialized mental health services provided by an outpatient mental health team.
- N. At least annually, the appropriate interdisciplinary SSDU team shall assess each prisoner in the Social Skills Development Program to determine whether the prisoner should be continued in the Program. This shall include reviewing and updating as necessary the prisoner's individualized plan of service. If

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the prisoner will not be continued in the Program, the reason shall be documented in writing and a transfer from the SSDU initiated.

#### REMOVAL FROM PROGRAM

- O. A prisoner may be removed from the Social Skills Development Program for any of the following reasons, subject to the approval of the SSDU Director or designee:
  - 1. The prisoner does not meet criteria for placement in the Social Skills Development Program or the SSDU, including ability to be safely managed in the SSDU;
  - 2. The prisoner refuses to actively participate in SSDU programming, or no longer wants to participate in the programming;
  - 3. The prisoner no longer has a need to participate in SSDU programming;
  - 4. The prisoner is transferring to Community Residential Programs (CRP), paroling or discharging.
- P. The reason for removal from the Social Skills Development Program shall be documented in writing and a transfer from the SSDU initiated. Prisoners removed from the Social Skills Development Program for any reason other than transfer to CRP, parole or discharge shall be provided follow-up treatment as determined necessary by psychological services staff at the receiving facility; the SSDU Director or team shall refer prisoners believed to be in need of continuing psychological services to an appropriate QMHP. The Parole Release Unit or the Community Residential Programs Section, as appropriate, in the Office of Field Program, Field Operations Administration, shall be notified if a prisoner paroling or transferring to CRP requires aftercare or mental health services in the community. The Warden shall be notified if a prisoner discharging requires such services.

#### OPERATING PROCEDURES

- Q. Each Regional Health Administrator administering an SSDU shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

#### AUDIT ELEMENTS

- R. A Primary Audit Elements List has been developed and will be provided to the BHCS Region II and Region III Psychological Services Directors to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

WSO:OPH:05/19/03